



Lorain County Domestic Relations Court

Job Posting

Classification Title:		Program Aide – Investigation & Referral	
FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	I&R Supervisor
Civil Service Status:	Unclassified	Division:	Juvenile Probation
Position Grade:	J3	Rate:	\$15.50/hr. (\$32,240.00)
Opening date:	June 22, 2022	Closing date:	Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Provides clerical support to the Investigation & Referral department. Schedules meetings, registers cases, prepares and delivers documents, emails correspondence, answers telephone calls, and responds to inquiries.

BENEFITS OF EMPLOYMENT

- Excellent benefits package that includes comprehensive health, dental, vision, prescription and life insurance policies. Supplemental policies are available for purchase at group rates.
- Fourteen (14) paid holidays, vacation and sick time leave accrual and longevity service pay.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and optional Deferred Compensation Plans.

WORK HOURS & LOCATION

Full-Time – Holidays off

Monday through Friday - 8:00 am to 4:00 pm

Lorain County Justice Center
225 Court Street- 2nd floor, Elyria, Ohio 44035

JOB RELATED REQUIREMENTS:

- High School diploma or GED required.
- Ability to work and communicate appropriately with professional staff, Court staff, and the general public.
- Must be detail-oriented and proficient in Microsoft Platform.
- Must possess a valid driver's license and proof of insurance.
- Satisfactory criminal history check.
- Must become a notary public within one (1) year of employment.

Application may be downloaded at www.lcdrc.org

Please send a completed application to: Tim Weitzel, Court Administrator,
Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio

or email to: Tim.Weitzel@lcfct.org